

# **BASIC CONTRACT**

## **STATEMENT OF WORK**

for

**WORLDWIDE ENGINEERING AND CONSTRUCTION (WE&C)**

**SOLICITATION: FA8903-14-R-0007**

**19 Feb 2014**

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## 1.0 SCOPE

This basic contract statement of work (SOW) defines the scope of a full range of design, construction and engineering activities necessary to meet Air Force and other customer requirements. This basic contract SOW will be tailored to identify specific requirements at the task order (TO) level. SOWs or statements of objectives (SOOs) may be used under this contract. Projects will be located at various locations worldwide. Prior to issuing any work under this SOW, the Government will develop Project Definition Charrette reports either through Government in-house resources or through a private consultant. The Project Definition Charrette reports will clearly define the project requirements in terms of performance, appearance, criteria and/or specification with sufficient detail that permits a contractor to provide a proposal with reasonable performance, cost and schedule risk.

This SOW is organized and developed to provide maximum flexibility in the use of this contract vehicle. Basic requirements described here are further refined through the use of individual project Task Orders (TO). TOs will be issued for projects at various stages of development. General performance requirements for construction activities are described throughout this SOW. Depending on the project development stage and level of design required, TOs will be issued for Turn-key, Design-Build (D-B), or Design-Bid-Build Construction (D-B-B) as determined by the Contracting Officer in consultation with the Program Manager and Base Civil Engineer (BCE). Each method is separately described in Section 6 of this SOW.

This SOW encompasses the full range of methods, technologies, and supporting activities necessary to conduct project construction at Air Force installations and other locations worldwide in accordance with technical and regulatory requirements. Stand-alone design is not included in the scope of this contract. All new permanent facilities designed under Design-Build procedures shall comply with Unified Facilities Criteria (UFC) 1-200-02 High Performance and Sustainable Building Requirements and the Air Force Sustainable Design and Development Implementing Guidance Policy

The contractor shall function as an integral team member in support of the Air Force Civil Engineer Center (AFCEC) mission, to include sharing information with other AFCEC contractors and cooperation with communities and other Government entities.

Requirements include efficient management of TOs including, but not limited to, the submission of accurate, on-time, quality contract deliverables and timely identification and solution of impediments to successful project execution. Technical requirements include, but are not limited to; early involvement in the process to allow for the development of the most cost-effective and technically sound approach or solution. The Government will rely on the contractor's expertise in recognizing and addressing problematic issues and successful execution of each TO. The contractor shall perform all work in accordance with host nation, federal, state, and local statutes and regulations.

## **2.0 APPLICABLE DOCUMENTS**

The contractor shall comply with the National Institute of Building Sciences' Whole Building Design Guide Construction Criteria Base (CCB); Unified Facility Criteria (UFC) and all of the related libraries. The primary criteria are the Air Force Criteria from the Documents Library, but other agency criteria may be directed for use, depending on the customer agency for a particular TO. The Unified Facilities Guide Specifications (UFGS) is the mandatory starting point for all specifications, and shall not be deleted, materially modified, or made less stringent without Government approval. It is the contractor's responsibility to identify and comply with all applicable requirements. . It shall be the contractor's responsibility as the Designer of Record (DOR) to identify any design/construction criteria waivers that are warranted for the TO and to accomplish all necessary coordination activities necessary to obtain approval of these proposed waivers through the Contracting Officer (CO), and/or the AFCEC Program Manager.

In addition, the contractor shall refer to the current versions of the Department of Defense Policy and Guidelines for Acquisitions Involving Environmental Sampling or Testing and The United States Air Force Construction Management Implementation Guide. Host Nation, Country and base-specific documents shall be identified in each TO.

## **3.0 GOVERNMENT PROPERTY INCLUDING GOVERNMENT FURNISHED INFORMATION, EQUIPMENT, AND PROPERTY (GFI, GFE, GFP)**

GFI, GFE, GFP requirements will be specified in each TO, to include delivery, management, accountability and disposition. FAR52.245-1 defines Government Property and the procedures for accounting for and disposition of property. Defense Contract Management Agency (DCMA) Instructions for reporting of and including in the Plant Clearance Automated Reutilization Screening System (PCARSS) will be followed for any Government Property remaining at the end of the project.

To the extent it is available, the Government will provide information in the form of available conceptual design plans, reports, maps, drawings, and as-built drawings as necessary to facilitate accomplishment of the work required in the contract SOW. However, these GFIs are to be utilized by the WE&C contractor as guidance to facilitate a complete, technically adequate design and are not warranted to show conditions as they actually exist. The designer shall verify (by field investigation and through design development) information shown on all GFIs (relevant to the project) for accuracy to ensure technical adequacy of the design.

## **4.0 MANAGEMENT, PLANNING, AND REPORTING REQUIREMENTS**

The contractor shall implement a full range of design, construction and engineering activities as specified in each TO and in accordance with all applicable compliance documents. The contractor shall supply all labor, equipment, and materials necessary to accomplish the work assigned unless otherwise specified in each TO. The contractor shall perform management and

planning functions, including performance measurement and status reporting to effectively secure and monitor prime and sub-contract work, as required in each TO.

#### **4.1 Work Breakdown Structure (WBS)**

The contractor shall prepare and submit, for approval, by the AFCEC Program Manager and Contracting Officer (CO), a WBS in a logical sequence in which the contractor proposes to perform the work and dates on which the contractor contemplates starting and completing all schedule activities. The WBS shall be reflective of the entire project schedule, to include design and construction activities. The WBS shall be consistent with the Unified Facility Guide Specification (UFGS) format which contains 48 Divisions for construction activities. The WBS shall be used to report the earned value and schedule status for this project. All tasks required under this TO shall be included in the WBS and be identified by unique Construction Activity Identification Number (CAIN). (**Contract Data Requirements List [CDRL] B001**)

#### **4.2 Schedule and Planning Requirements**

The contractor shall provide schedules for tracking work progress. The SOW for each TO will identify which of the following schedules is required. Generally the Government will require Project Planning Charts (PPCs) and/or Construction Planning Charts (CPCs) for less complex projects and Integrated Master Schedules (IMS) for more complex projects.

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##### **4.2.1 Project Planning Chart (PPC) and/or Construction Planning Chart (CPC)**

The contractor shall prepare and submit a PPC and/or CPC in addition to the AF Form 3064 for approval. The PPC/CPC shall detail the project schedule and status through the use of Gantt charts, which shall depict percent, complete for each task. The project schedule shall be reported using the approved WBS. (**CDRL B002**)

##### **4.2.2 Integrated Master Schedule (IMS)**

The Contractor shall submit the Initial IMS and AF Forms 3064/3065 for approval within 30 calendar days after award for Government review, evaluation, and approval on an AF Form 3000. The Initial IMS shall be prepared and submitted in Primavera P6 and .pdf formats and shall be based on the schedule presented in the Contractors accepted proposal. Compliance with SECTION 01 32 01.00 10 PROJECT SCHEDULE is required. The Initial IMS shall be cost loaded according to contract award most current Construction Specification Institute (CSI) Divisions and include major cost/schedule drivers such as, major material submittals and/or long lead-time items, work plans, and project close-out. The Initial IMS shall include an advanced level of detail and include all necessary activities, tasks, and subtasks to reflect all remaining construction activities. The schedule must provide 10 business days for review and approval of construction material submittals. The Initial IMS shall be provided by the Contractor and approved by the Government before a full NTP will be issued by the Contracting Officer. The approved IMS shall not be re-baselined by the Contractor without approval by the Contracting

Officer. In the event of a contract change the Contractor may provide a re-baselined schedule, showing any new activities created by the change. Also, with the new schedule a narrative must be provided, detailing how any tasks in the previous schedule were altered in the new, updated schedule.

The Government shall use the IMS to measure the progress of the work based on earned value and aid in evaluating all progress payments. The project schedule shall be cost loaded with relationships to CSI divisions. The Contractor shall progress the schedule monthly unless otherwise directed by the Contracting Officer. At a minimum, the AF Form 3064/3065 shall be derived from the IMS and be structured by major CSI divisions and assigned appropriate value in relationship to overall work and contract value. The Contractor shall submit the updated progressed IMS (in native format and .pdf), and AF Forms 3064/3065 every month. Provide a narrative report with the Initial and each Periodic Update of the project schedule. The narrative report shall include: a description of activities along the 2 most critical paths where the total float is less than or equal to 20 work days, a description of current and anticipated problem areas or delaying factors and their impact, and an explanation of corrective actions taken or required to be taken. The narrative report is expected to communicate to the Government, the Contractor's thorough analysis of the schedule output and its plans to compensate for any problems, either current or potential, which are revealed through that analysis. Identify and explain why any activities that, based their calculated late dates, should have either started or finished during the update period but did not. Upon acknowledgement of the Notice to Proceed and continuing throughout the contract, the Contractor shall record on the daily report, the occurrence of adverse weather and result impact to normally scheduled work. Weather delays are by definition only considered for activities on the critical path of the IMS and for 8-hours, i.e., one day, at a time and shall not be considered for delays of less than 8-hour increments. **(CDRL B003)**

### **4.3 Cost and Status Reporting**

The contractor shall provide cost and status reports for all Cost based TOs. Cost and status reports are listed below in order of increasing complexity. The government will specify one of the following reports or combination of the following depending on the complexity and size of the TO. Task orders under \$500,000 typically require Contractor's Progress, Status, and Management Reports (CPSMR) with cost information. Task orders under \$2M typically require either a Performance and Cost Report (PCR) or a Funds and Man-Hours Expenditure Report (FMER). Task orders between \$2M-\$5M typically require a Cost/Schedule Status Report (C/SSR). Typically TOs over \$5M require a Cost Performance Report (CPR). A Contract Funds Status Report (CFSR) may be required in conjunction with a CPR or C/SSR.

#### **4.3.1 Contractor's Progress, Status, and Management Report (CPSMR)**

The contractor shall prepare and submit a CPSMR. The CPSMR shall be used to review and evaluate the overall progress of the project, along with any existing or potential problem areas. The report shall be prepared in a format coordinated with the AFCEC Program Manager. The CPSMR shall include a summary of the events that occurred during the reporting period,

discussion of performance, identification of problems, proposed solutions, corrective actions taken, and outstanding issues. Cost information may be included or omitted in this report as required in each TO. **(CDRL B004)**

#### **4.3.2 Funds and Man-Hour Expenditure Report (FMER)**

The contractor shall implement and maintain a cost accounting system and prepare a FMER to correlate the status of expensed funds and man-hours against the progress of the work completed and the negotiated budget. The FMER and associated graphics shall detail the current project status and identify funds and man-hours required to complete the assigned tasks. **(CDRL C001)**

#### **4.3.3 Performance and Cost Report (PCR)**

The contractor shall prepare and submit a PCR. The PCR provides the current status and projected requirements for funds, man-hours, and work completion relative to the negotiated budget. **(CDRL C002)**

#### **4.3.4 Contract Funds Status Report (CFSR)**

The contractor shall prepare CFSRs as specified in individual TOs where a cost-reimbursement pricing arrangement is involved. The purpose of the CFSR is to update and forecast funding requirements, funding changes and budget estimates, identify funds in excess under the task order which may be available for de-obligation, and provide estimates of termination costs, if applicable. **(CDRL C003)**

#### **4.3.5 Cost/Schedule Status Report (C/SSR)**

The contractor shall prepare C/SSRs, which summarize performance information for program management purposes as specified in individual TOs where a cost reimbursement pricing arrangement is involved. The C/SSR contains contract data, including original and current contract values and management estimate at completion, performance data, and narrative explanations which present information on significant cost, schedule variances, contractual problems, or other areas of interest. **(CDRL C004)**

#### **4.3.6 Cost Performance Report (CPR)**

The contractor shall implement and maintain a performance measurement system to support the gathering of cost and schedule data for the purpose of determining program status under task orders where a cost reimbursement pricing arrangement is involved. The WBS or equivalent task breakdown shall be used for reporting cost. The CPR presents the performance measurement baseline and actual cost and schedule performance against that baseline. Submittals shall include appropriate figures containing cost and related data for measuring project cost and schedule status. **(CDRL C005)**



#### **4.3.7 Requirements for Firm Fixed Price TO**

Firm Fixed-Price TOs are usually limited to CPSMR (See paragraph 4.3.1), status reports, project schedules, and invoices and will be specified in each TO.

#### **4.4 Meeting and Conference Requirements**

##### **4.4.1 Meeting/Teleconference Support**

The contractor shall attend meetings necessary to support design coordination, design review, construction activities, etc. The contractor also shall attend and support periodic meetings and/or teleconferences through the construction phase of the contract. Frequency of periodic meetings will be specified in the TO. The contractor shall prepare and maintain the periodic meeting report which shall include the record of new and old discussion of technical issues, periodic earned value progress showing percent complete actual versus plan, tabular report of late tasks derived from the progress updated IMS, a three week look ahead, and tabular report for RFIs and submittals (open and upcoming). The contractor shall prepare, and submit for review, presentation materials for meetings and an agenda. The contractor shall prepare minutes for meetings attended, including teleconferences, design reviews, and “Red Zone Meetings”, and distribute minutes to attendees within three (3) working days. (CDRLs B005, B006, B007)

##### **4.4.2 Red Zone Meeting**

The Contractor shall support “Red Zone Meetings” as part of the closeout of the project. The “Red Zone” shall commence at 80-percent of construction completion. At this meeting, the Contractor and the project stakeholders shall discuss, define, and achieve consensus on actions necessary to complete construction, support user occupancy, Senior Advisory Group (SAG) and Senior Executive Review Group (SERG). The contractor shall report SAG and SERG program management reviews when directed in the TO requirements. Standard SAG required monthly briefings, and SERG requires quarterly briefings.

#### **4.5 Contractor Documentation**

The contractor shall create and maintain a Master Document List (MDL) that includes all documents, whether the document is a deliverable or not, which are prepared during the course of the TO. This includes, but is not limited to correspondence, requests for information, material submittals, schedule submittals, status reports, schedule updates, etc. The MDL will include the dispatch/receipt date, any suspense for each document, and the final disposition of those suspense's. The MDL and its documents shall be maintained in libraries readily available for submittal to the Government. All Material Submittals shall be accomplished in accordance with the instructions pertaining to AF Form 3000, Material Approval Submittal. (CDRL B008)

#### **4.6 Notification Requirements**

The contractor is required to notify the CO and AFCEC Program Manager of anything the contractor feels is outside their scope of work and/or beyond their control that could impact cost, schedule, or quality. Additionally, the contractor is required to notify the CO and AFCEC Project Manager of critical issues that may affect the contract performance and/or human health and the environment. The types of issues that require notification include, but are not limited to, health risks, spills, changes in critical or key personnel, and finding unexploded ordnance (UXO). As an example, if unanticipated UXO were discovered during field activities, the contractor will immediately stop work, report the discovery to the facility Point of Contact (POC) (for Air Force installations POC is the Facility Manager), CO, and AFCEC Program Manager, and implement the appropriate safety precautions. Field activities shall not continue until clearance is received from the CO. On critical issues, verbal notification should be made immediately, followed by written notification as soon as practical within the succeeding 48 hours. **(CDRL A002)**

#### **4.7 Permits**

The contractor shall develop, coordinate, and, apply for and obtain all applicable permits, access (including off-base easements and leases), agreements, licenses, and certificates required to perform and complete effort as specified under each TO. The contractor shall maintain a library of these documents at the contractor's site office as well as the corporate facility handling each TO. The contractor shall comply with all applicable permit conditions, and shall keep all permits "current" until construction is 100% complete. The contractor may be required to provide the permits to the Government as required. **(CDRL A003)**

#### **4.8 Photo Documentation**

The contractor shall prepare digital photo documentation, including site(s) and building(s) under construction, field activities, and sample locations if applicable. Digital photos will be submitted using a minimum five (5) mega pixel camera in JPEG format. The contractor shall provide an index for each set of photographs submitted, identifying the base or facility, project number, contractor, and a brief description. Photography of any kind must be coordinated through the installation, customer, or facility POC. Photo documentation shall be loaded to the project website as specified at the task order level, as requested by the Base POC or directed by the CO and/or AFCEC Program Manager. **(CDRLs B010, B011)**

#### **4.9 Remote and/or Austere Sites**

The contractor may be requested to perform work as specified at remote and/or austere locations. The contractor shall be responsible for all personnel, security, supplies, equipment, and infrastructure (including, but not limited to, potable water, utility systems, housing, dining, transportation, and medical care) when these facilities and services are not available. This shall include providing these facilities and services to a limited number of Government personnel or other contractor personnel (such as Title II personnel) present or visiting to oversee or assess the work.

#### **4.9.1 High Risk/Contingency Sites (Hostile Environments)**

Typically, when construction is taking place in High Risk/Contingency or Hostile Environments, security and logistical support will be provided by the US Military or host nation forces. However, should this support not be available, the contractor shall perform work as specified at high risk and/or contingency sites (hostile environments). The contractor shall be responsible for all logistical/life support requirements including furnishing supplies, equipment, and infrastructure (including, but not limited to, potable water, utility systems, housing, dining, transportation, medical care, and security) when there are no facilities and services available. The contractor shall ensure that contractor personnel shall at no time during performance of their contractual duties, or while accompanying a combatant force, have in their possession personally owned firearms. Firearm possession shall be limited to that procured under the contract and task order specifically. The contractor shall ensure that its contractor personnel adhere to all guidance and orders issued by the combatant commander or his/her representative regarding possession, use, safety, and accountability of contract procured protective equipment, weapons, and ammunition, and shall comply with all related Department of Defense (DoD) and/or Department of State (DoS) regulations. Upon redeployment or notification by the combatant commander, the contractor shall ensure that all contractor-issued, task order-procured protective equipment, weapons, and ammunition are returned to Government control. The contractor shall screen contractor personnel to ensure the personnel may be issued a weapon in accordance with applicable U.S. and host nation laws, and shall present the screening results to the CO for approval before a weapon is issued. Detailed information on what support will be required from the WE&C contractor will be provided in the TO requirements document.

#### **4.10 Site Access Badges**

The Contractor shall obtain and monitor assigned security badges (used by both prime contractor and subcontractor personnel) for the duration of this contract. All security badges or passes shall be returned to the base point of contact (POC) upon expiration of the badge, upon completion of the project, or when possession of the badge is no longer necessary (e.g., upon removal of contractor personnel from specific projects). All source documents used to obtain access badges, such as passports and other identification documents, shall remain valid for the entire period that access badges are required. Requirements for Common Access Cards (CACs) will be specified at the TO level. Lead times for site access badges at overseas locations will be discussed in the TO documents.

#### **4.11 Worksite Activities and Coordination**

##### **4.11.1 Coordination of Activities**

The contractor shall be responsible for protecting the lives and health of employees and other persons on the work site; preventing damage to property, materials, supplies, and equipment, avoiding work interruptions and complying with Occupational Safety and Health Administration

(OSHA) safety and local safety office requirements. The contractor shall perform all operations in a prudent, conscientious, safe and professional manner and conform to the safety requirements contained in the contract for all activities related to the accomplishment of the work. The contractor shall maintain documentation supporting training records on-site and have written Health and Safety Plans on-site and available for workers and/or regulatory review. The contractor shall provide the CO copies of any OSHA report(s), regarding a project site, submitted during the duration of the TO. For areas not covered by OSHA, the contractor shall comply with regulations regarding safety and health and the current edition of the U.S. Army Corps of Engineers Safety and Health Requirements Manual, EM 385-1-1. **(CDRL A002)**

The contractor shall record and report promptly (within 1 hour) by telephone, facsimile or other direct means to the CO, AFCEC Program Manager, the Base POC, and to the military installation's Safety Office, all available facts relating to each instance of damage to Government property or third party property or injury to either contractor, Government or third party personnel. In the event of an accident/mishap, take reasonable and prudent action to establish control of the accident/mishap scene, prevent further damage to persons or property, preserve evidence until released by the accident/mishap investigative authority through the CO, and immediately report the incident to the Fire Department at 911. If the Government elects to conduct an investigation of the accident/mishap, the contractor shall cooperate fully and assist Government personnel in conducting of the investigation until it is completed.

The contractor agrees that his personnel and equipment are subject to safety inspections by Government personnel while on federal property.

#### **4.11.2 Radiological Waste, Hazardous Material and Hazardous Waste Permitting and Reporting**

The contractor shall sample and handle all radiological waste, hazardous materials and waste that is a requirement for construction of the project in accordance with applicable host nation, federal, state, and local requirements. The contractor shall provide all radiological waste, hazardous materials use and hazardous waste disposal documentation to the Base Environmental Office, or Installation Hazardous Waste Program Manager, and shall register with the Hazardous Materials Pharmacy program (if available) at the installation to ensure appropriate and efficient tracking of the contractor's hazardous material purchases, inventories, use, and releases such as required by the Emergency Planning and Community Right-to-Know Act (EPCRA), Executive Orders, or any installation reporting requirements. **(CDRLs A001, A003, A009)**

The contractor shall also comply with host nation, federal, state, and local requirements for any task involving the transportation of radiological waste, hazardous wastes and/or contaminated materials to off-site treatment, storage and/or disposal facilities. The contractor is responsible for the disposition of all Radiological, Hazardous Material and Waste produced by activities directly involved in the construction related construction operations. This includes 40 CFR 260, 49 CFR 172, 173, 178, 179 and all other applicable local, state, federal, and host nation transportation regulations.

The contractor shall ensure that all personnel involved in handling and packaging the hazardous waste be trained for the level of expertise required for the proper performance of the task and, in particular, in the areas of chemical incompatibility, general first aid procedures and spills. The contractor shall provide handling and personnel protective equipment to ensure safe handling of the hazardous/asbestos waste. The contractor agrees that his personnel and equipment are subject to safety inspections by Government personnel while on Federal property.

#### **4.12 Project Data/Project Deliverables**

Project data and deliverables, as specified in each TO shall be provided to AFCEC personnel by the contractor to support multiple projects with real-time or near real-time access. Deliverables may include, but are not limited to, a submittal tracker or register, a Request for Information (RFI) tracker, a change order tracker, a photographic log, status reports and project schedule(s).

##### **4.12.1 Protecting Unclassified DoD Data**

All DoD and Government data that is shared, stored or created on non-DoD information systems must be protected and any breach or loss of that data must be reported. The contractor shall comply with the security requirements defined in DoD Instruction 8582.01.

##### **4.12.2 Security Breach Notification**

Contractor agrees to comply with all applicable laws that require the notification of individuals in the event of unauthorized release of personally identifiable information or other event requiring notification. In the event of a breach of any of contractor's security obligations, or other event requiring notification under applicable law, contractor agrees to:

- a. Notify the CO by telephone and e-mail of such an event within 24 hours of discovery, and
- b. Notify the US-CERT of such an event within 24 hours of discovery, and
- c. Assume responsibility for informing all such individuals in accordance with applicable law, and
- d. Indemnify, hold harmless and defend AFCEC and its trustees, officers, and employees from and against any claims, damages, or other harm related to such event.

##### **4.12.3 Project Site**

The Contractor shall establish a project site with real-time worldwide access available to persons authorized by the CO. The site may include, but not be limited to, the submittal register, submittals, a Request for Information (RFI) tracker, a change order tracker, a photo log, project IMS record, quality control reports, daily reports with complete record of activities and on-site personnel, and other relevant project correspondence. The site must be demonstrated to the Government and approved by the Contracting Officer prior to any submittals being submitted. The site shall be tailored to the individual projects and close-out documentation shall include an electronic copy of the site documentation, provided in electronic format – compact disc (CD) for

historical information. Project site data shall be in accordance with 4.12.1 Protecting Unclassified DoD Data.

#### **4.13 Health and Safety Plan (HSP)**

The contractor shall provide a Health and Safety Plan (HSP) in accordance with EM385-1-1. **(CDRL A004)**

#### **4.14 Quality System Plan (QSP)**

The Contractor shall prepare, for Government review and acceptance, a site-specific QSP that consists of plans, procedures, and organization necessary to produce an end product which complies with the contract requirements. The QSP shall cover all definable features of work (construction operations, both onsite and offsite) and be keyed to the construction sequence.

The project Superintendent must maintain a physical presence at the site at all times construction is taking place and is responsible for all construction and related activities at the site. The project Superintendent must be from the Primary Offeror.

#### **4.15 Technical Plans and Reports**

The contractor shall provide technical plans, specifications, and reports as defined below and implemented at the TO level. Some of these may include, but are not limited to, the following:

##### **4.15.1 Construction Work Plan**

The contractor shall prepare a Construction Work Plan that may include, but is not limited to, any or all of the following subsections as identified in each TO. **(CDRL A006)**

- 1) Work Sequencing
- 2) Design Analysis
- 3) Security
- 4) Site Analysis
- 5) Site Preparation
- 6) Excavation
- 7) Spill and Discharge Control
- 8) Explosive Safety
- 9) Health/Safety Plan
- 10) Hazardous Materials Management
- 11) Asbestos Abatement
- 12) Surface Water Management
- 13) Ground Water Management
- 14) Erosion Control
- 15) Emissions Control

- 16) Material and Equipment Control and Storage
- 17) Transportation
- 18) Startup Testing and Commissioning Plans
- 19) Warranty Call-Out Program
- 20) Draft Digital Data (DD) Forms 1354s
- 21) Demobilization
- 22) Final DD Forms 1354
- 23) O&M Training Manuals

#### **4.15.2 Technical Reports**

The contractor shall prepare and submit the following technical reports as identified in each TO. All of the following technical reports may not be required at the TO level. Those that are required will be specified as such in each individual TO.

- 1) Miscellaneous Technical Report (**CDRL A001**)
- 2) Construction Cost Estimates (**CDRL A007**)
- 3) Site/Project Summary (**CDRL A001**)
- 4) Daily Technical/Field Reports (Status Reports)  
(As a part of the daily technical/field reports, all tasks shall be identified by Construction Activity Identification Number and correspond with the approved baseline schedule and the WBS.) (**CDRL A008**)
- 5) Hazardous Materials Survey Report (**CDRL A009**)
- 6) Hazardous Material and/or Hazardous Waste Disposal Report (**CDRL A001**)
- 7) Design Drawings (**CDRL A010**)
- 8) Shop Drawings and/or As-built Drawings (**CDRL A011**)
- 9) Design Specifications (**CDRL A001**)
- 10) Geographical Information Systems Updates (**CDRL B010**)
- 11) Computer Aided Design Drawings (**CDRL B011**)
- 12) Survey Reports (**CDRL A009**)
- 13) Quality Assurance/Quality Control Surveillance Plan
- 14) O&M Training Manuals
- 15) Startup and Commissioning Report
- 16) Warranties
- 17) Call-Out Procedures
- 18) Pre-Final Inspection Report
- 19) Final Inspection Report

### **5.0 PROSECUTING THE WORK**

#### **5.1 Site Work**

The contractor shall perform site preparation, incidental characterization and field investigation, conservation, and demolition of sites as required in each TO.

### **5.1.1 Conservation**

Activities shall be planned and implemented in a manner that protects existing site utilities, structures, surface features, service operations, monitoring and other types of wells, and the general site environment. This includes the protection of trees, shrubs and other vegetation not in the affected zone from dust damage, soil compaction, and physical contact with machines and equipment. If appropriate, the contractor shall conserve uncontaminated topsoil by removal, storage, or redistribution. All reasonable measures shall be taken to minimize and suppress fugitive emissions of dust, vapors, and other site materials during site work. All fill materials shall be non-contaminated. The contractor shall conduct all operations and activities with the intent of reducing the amount of pollution generated. Specific areas to be focused on are generation of solid waste, use of hazardous materials, use of ozone depleting chemicals, generation of hazardous waste, and use of energy and water. During site work the contractor shall plan, construct, operate, maintain, optimize, and decommission systems necessary to control storm water run-on and run-off; and transport surface water drainage to a treatment plant, discharge location, or any other appropriate destination for discharge in accordance with local environmental regulations.

### **5.1.2 Site Preparation**

The contractor shall perform site work as necessary to prepare sites for construction activities. Security and access controls shall be implemented to prevent unauthorized entry to sites and to protect wildlife from site exposure. The contractor shall survey existing utilities to determine adequacy and need for modifications to support site activities. The contractor shall obtain appropriate approvals and shall construct connections or new systems for electrical power, water, sewer, gas distribution, telephone, and other utilities, as required, to accomplish the activities specified in each TO. (CDRL A012)

### **5.1.3 Demolition**

The contractor shall demolish facilities, systems, and other improvements. Demolition activities can be ancillary to other requirements or a stand-alone project. The contractor shall conduct demolition efforts in conjunction with such activities as new construction or renovation, removal of outdated facilities, and site clearing from natural disasters. The contractor shall perform surveys as part of demolition efforts to identify conditions and hazardous materials or Asbestos related hazards for mitigation. Demolition efforts shall include validation of existing utilities for active conditions, evaluate potential environmental concerns, and support all AF Real Property considerations at the TO Level. The contractor shall provide all necessary documentation to the AFCEC Project Manager/CO for preparation of DD Forms 1354.

## **5.2 Construction Operation Services**

The contractor shall perform a full range of activities to meet all customers engineering and other construction requirements as described in each TO. Requirements may include construction,



completion of conceptual design and construction, demolition, decommissioning, and emergency response for traditional engineering and construction needs. All completed designs shall be signed and sealed in accordance with all applicable requirements. **(CDRLs A001, A009, A013)**

NOTE: Stand-alone design is not included in the scope of this contract.

The contractor shall execute traditional engineering and construction projects. The contractor shall plan, develop cost estimates, install, construct, test, and decommission any site in accordance with each TO. The contractor may be requested to perform work at remote and/or austere sites and shall document all activities as stated herein.

The contractor shall perform incidental support such as designing, planning, programming, scoping, studying, investigating, evaluating, and consulting on traditional engineering and construction efforts. The contractor shall also provide training and operational support to Government and other contractor personnel regarding the operations and maintenance of equipment, systems, and facilities. The contractor shall provide operation and maintenance of equipment and systems during the commissioning period prior to acceptance by the Government. **(CDRLs A010, A014)**

### **5.2.1 Construction**

Upon approval of the CO, the contractor may commence on-site construction activities. The contractor shall provide the manpower, equipment, material, services, and transportation necessary to review, plan, develop and implement quality control and oversight services during the construction phase of each TO. All key personnel for the prime contractor, to include the Project Manager, Site Superintendent, Health & Safety Manager, and Quality Control Manager or their CO approved designated replacement will be on site 100% of the time during all construction activities for the performance period of the contract. In the event of brief absences by the primary, the contractor's management plan shall include provisions for coverage of key positions by equally qualified personnel for the duration of those brief absences. Details regarding construction management requirements, inspection and testing, construction facilities and temporary controls, environmental protection, quality control system, construction quality control, and project closeout will be provided in the Project Definition Charrette reports for each TO.

### **5.2.2 Inspections**

In all work performed it is the contractor's responsibility to perform proper QC inspections throughout the project to ensure a quality product. The Government inspector is responsible for adequate Quality Assurance (QA) for the work accomplished. It is not the role of the Government to perform the contractor's QC for the project, especially during inspections. The contractor shall comply with the standard three phase Contractor Quality Control (CQC) inspection process, referring to the standard UFGS 01 45 00.00 10.

### **5.2.2.1 Pre-Final Inspection**

The contractor shall conduct a pre-final walk through inspection and publish the pre-final inspection findings in a pre-final inspection report. The Contractor shall certify that 100% of the Contractor's QC punch list is completed prior to requests for a Government pre-final inspection, with their completed QC punch list attached. The Contractor shall conduct a pre-final walk through inspection with a Government representative and publish the inspection findings in a Government pre-final inspection report. Commissioning needs to be completed prior to the pre-final inspection taking place. Contractor shall comply with all applicable provisions listed in UFGS 01 45 00.00 20 1.15. Pre-final inspection report shall include a list of contractor warranty and manufacturer warranty books/certificates from newly installed equipment and materials. At the pre-final inspection, the contractor shall present a draft DD Form 1354, Transfer and Acceptance of Real Property to the Base Civil Engineer (BCE) or other appropriate organization for review. Details will be provided in each TO. **(CDRL A001)**

### **5.2.2.2 Final Inspection**

The Contractor shall certify that 100% of the pre-final punch list is completed prior to requests for a Government final inspection. The contractor shall conduct a final inspection and publish the findings in a final inspection report (Punch List) in accordance with the format specified in the SOW. The inspection shall concentrate on the items identified at the pre-final inspection and recorded in the pre-final report. The final inspection report shall (1) certify that all items of the design have been implemented and that the construction is complete; (2) include a record of "signed and sealed" as-built drawings and specifications verifying that all development standards have been met; (3) schedule to complete the punch list; (4) One year contractor warranty and manufacturer warranty books/certificates from newly installed equipment and materials. At the final inspection, the contractor shall present a completed DD Form 1354, Transfer and Acceptance of Real Property to the Base Civil Engineer (BCE) or other appropriate organization for signature and acceptance. Details will be provided in each TO. Contractor shall comply with all applicable provisions listed in UFGS 01 45 00.00 20 1.15. **(CDRLs A001, A013, A014)**

### **5.2.3 Delivery and Warranty**

The contractor shall complete all inspection and commissioning requirements prior to the pre-final inspection. The warranty shall be issued in accordance with FAR 52.246-21. Extended warranties offered by the contractor and its subcontractors or suppliers may be accepted at the Government's discretion. The contractor shall provide system O&M manuals and parts list to the Government, and train maintenance personnel in system operations prior to delivery and Government acceptance, as well as manufacturers' point of contacts (POCs) for troubleshooting, repair and consulting questions. **(CDRL A010)**

## **5.3 Demobilization**

The contractor shall decontaminate equipment and facilities, decommission facilities as necessary, and restore the site back to its pre-project condition or as directed in the TO. The contractor shall remove any temporary facilities and implement erosion control measures such as seeding, mulch, sodding, and erosion control fabrics; restore roads, structures and utilities; and plant trees, shrubbery, grasses and other vegetation. The contractor shall document and report on activities and train Government personnel to perform required maintenance, as requested in each TO. (CDRL A001)

The contractor shall abide by FAR 52.245-1 Government Property and Defense Contract Management Agency (DCMA) instructions pertaining to disposal of Government Property and reporting through the Plant Clearance Automated Reutilization Screening System (PCARSS) in the removal and disposition of any Government Property during the Demobilization from the project site

#### **5.4 Emergency Response**

The contractor may be required to perform emergency response services. The contractor may be required to perform emergency repairs to facilities, systems, improvements, or utilities in the course of executing TO requirements or as stand-alone activities. The contractor may be required to perform emergency response to situations arising from natural disasters, project activities or actions from others.

#### **5.5 Maintenance and Repair**

The contractor shall perform construction type maintenance and repair of facilities, systems, and utilities. Construction type maintenance and repair can be performed incidental to other requirements or as a stand-alone project. Service type maintenance and repair is not included in this contract.

#### **5.6 Ordnance Removal and Support**

Any Unexploded Ordnance (UXO) removal under this contract is incidental to other construction work. Typically, Ordnance identification and removal will be accomplished by US Military personnel. However, should this support not be available, the TO requirements document will contain direction for the contractor. Within the context of the Military Munitions Response Program (MMRP) or the Environmental Restoration Program, the contractor shall identify, remove, render inert, destroy, recycle, and dispose of used or fired munitions, UXO, and other explosive devices and materials. The contractor shall perform associated investigative work. Ordnance may contain or be within the proximity of chemical, biological, and radiological materials and wastes. The contractor shall prepare an Explosive Safety Plan and obtain Air Force Safety Center and DoD Explosive Safety Board approval before any response actions are taken. Coordination with the Base/Installation's Explosive Ordnance Disposal (EOD) office or nearest DoD Explosive Ordnance Disposal (EOD) office is required. The contractor shall perform investigations and plan response actions to remove, transport, and dispose of UXO or

munitions residue from exploded ordnance. Detection must be performed prior to using equipment. Detection and identification may require applying innovative and proven technologies. Documentation shall include generation of a digital geophysical record and data inputs to Geographic Information System (GIS), and well as written reports of activities. Removal of UXO, other ordnance, and contamination associated with small arms, skeet, and practice ranges may be necessary to further remedial action at some sites. (CDRLs A001, A009, B009)

## **6.0 FACILITY CONSTRUCTION TASK ORDER TYPES**

The contractor shall perform a full range of activities to meet all customers' construction requirements as designed and specified. Requirements may include construction, demolition, repair, and emergency response tasks. The contractor shall provide office space within their temporary construction trailer for the Title II Quality Assurance/Inspector when specified within the TO.

### **6.1 Turn-key**

Under 10 USC 2862 One-step turn-key selection procedures may be used for the purpose of entering into contracts for the construction of authorized military construction projects only, both CONUS and OCONUS, which include regular Military Construction (MILCON), Unspecified Minor Military Construction (UMMC), Military Family Housing (MFH), and Base Realignment and Closure (BRAC). In this section, the term "one-step turn-key selection procedures" means procedures used for the selection of a contractor on the basis of price and other evaluation criteria to perform, in accordance with the provisions of a firm fixed-price contract, both the design and construction of a facility using performance specifications supplied by the Secretary concerned. This selection procedure is highly specialized and unique and shall only be awarded under the rules set forth by 10 USC 2862. Given the WE&C contractor's level of involvement in one-step turnkey, the WE&C contractor will serve as both the Architect/Engineer of Record for completed projects as well as the contractor of Record.

### **6.2 Design Build (D-B)**

From USC Title 10 Section 2305, design-build may be used to perform the design and construction of a public building, facility, or performing work. D-B can be used, for the construction of authorized military construction projects such as Military Construction (MILCON), Unspecified Minor Military Construction (UMMC), Military Family Housing (MFH), and Base Realignment and Closure (BRAC). In addition to these types of projects, D-B can also be used for projects outside of authorized military construction such as, but not limited to, Army and Air Force Exchange Services (AAFES), Air Force Services Agency (AFSVA), Defense Energy Support Center (DESC), Defense Logistics Agency (DLA), etc. The RE&C contractor shall manage and perform D-B construction work as defined in the TO. The contractor is the Designer of Record (DOR) as well as the Constructor of Record (COR) for D-B projects. As the DOR the contractor accepts specific responsibilities as described under Design after Award Requirements.

## **6.2.1 Design after Award Requirements**

### **6.2.1.1 Introduction**

The information contained in this section applies to design submission procedures after award. Each submittal is to be complete and in sufficient detail to allow ready determination of compliance with contract requirements.

### **6.2.2 Designers of Record (DOR)**

The D-Build Contractor shall identify, for Government Acceptance, the Designer of Record for each area of work. One Designer of Record may be responsible for no more than two disciplines. All Designers of Record shall be registered Professional Engineers or Architects as required.

In addition to these requirements, the design firm shall have a Design Project Manager (PM).

Provide the services of a Registered Communications Distribution Designer (RCDD) to design the telecommunications system in compliance with applicable requirements.

Fire protection system Designer of Record is required to be a Registered Fire Protection Engineer. Designer of Record shall perform preliminary calculations and provide the requirements for the fire protection system on the contract drawings/specifications. The fire protection system shop drawings and hydraulic calculations shall be done by a National Institute for Certification in Engineering Technologies (NICET) Level III or IV certified fire protection specialist or a Registered Fire Protection Engineer. Sufficient hydraulic calculation sets which will fully define the entire system sizing shall be provided.

The Furniture Finishes and Equipment (FF&E) design shall be developed by the Interior Designer, who shall be a registered (National Council for Interior Design Qualification (NCIDQ) certified designer and have a minimum of two (2) years' experience in space planning, and contract furniture & panel systems specifications.

The D-B Contractor is required to have a Leadership in Energy and Environmental Design (LEED) Accredited Professional (LEED AP) for both design and construction involved with the project and responsible for ensuring correct interpretation of LEED credit requirements, tracking overall LEED accomplishments, providing documentation, and monitoring construction aspects of each LEED credit.

The Designers of Record shall stamp, sign, and date each design drawing under their responsible discipline for Certified Final design documentation stage. Designers of Record shall be a Prime Contractor employee, be contracted directly by the Prime Contractor, or be an employee of a design firm that is contracted directly by the Prime Contractor. The Designer of Record shall not

be an owner, employee, agent, or consultant of a construction sub-contractor hired for this project.

### **6.3 Contractor Design Requirements after Award**

The Contractor must submit for Government Acceptance, a Design Quality Control Plan as required, before design may proceed. The Design Quality Control Plan must indicate the designer's integral role throughout design and construction. Resumes of each designer of record shall be included to demonstrate compliance with the RFP requirements. A list of designers, checkers, and independent reviewers must be included to demonstrate professional registration and three separate individuals working per discipline. The Design Quality Control Plan must address how drawings will be coordinated and finalized through as-built submission. The Design Quality Control Plan shall include the design configuration management addressing authorities, symbols/abbreviations, legends, naming, drawing revision controls and process, record file maintenance, and QC checklists

The Contractor shall design and detail a complete and usable facility before construction begins. If Fast track design and construction is approved for a project, it will be indicated in the TO requirements. Fast-tracking includes site work, ordering long-lead materials, and mobilization.

The design shall consist of the submittals, as described in the SOW.

The Certified Final Design shall be submitted only when ALL review comments have been addressed, incorporated into the design, and the final design has been accepted, and is ready for construction. It shall include signatures on each sheet and professional stamps from each Designer of Record.

The design submittals shall include specifications, drawings, design analysis, Comprehensive Interior Design (CID) (FF&E, Structural Interior Design (SID), permit applications, confirmation notices and submittal registers. The government will assist the contractor in finalizing the final draft DD1354; however, it is the Contractor's responsibility to provide.

The design shall be completed in accordance with the applicable criteria itemized in this RFP.

### **6.4 Submission of Design Documents**

The Contractor shall submit design in accordance with the requirements of the task order.

Design review meetings will be held to discuss review comments on each design submission. The Design Project Manager is responsible for preparing and distributing meeting minutes for all meetings and conference calls during design.

The Designers of Record are required to hold and document individual meetings with the Users on their respective areas of responsibility. The Architect and Interior Designer shall hold a

furniture meeting with the Users. They shall discuss each room and the furniture requirements involved. The discussions from this meeting shall be reflected in the FF&E and SID submittals. Meeting records will be provided to the entire project delivery team. The Communication / Electrical Designer is required to hold a separate meeting with the Users and personnel from base. They shall discuss the IT requirements of the project. The discussions from this meeting shall be reflected in the Interim Design Submittal. Meeting minutes will be provided to the entire project delivery team. Any design issues which arise that are not addressed in the Request for Proposal (RFP) shall be identified Design Project Manager. A response will be furnished by AFCEC, and if necessary, a change order will be issued.

Design Reviews shall not be taken as an approval and do not relieve the Contractor's responsibility for compliance with the RFP solicitation, codes, regulations, or other applicable criteria.

Once the Government has reviewed and accepted the contractor's final design, Contractor shall make no further changes to the accepted design without the written approval of the Contracting Officer's Representative. All costs for submitted variances, after Final Design Acceptance, shall be borne by the Contractor at no cost to the Government. For all requested design changes, complete submittals to all parties listed will be required for an additional review, in accordance with the procedures for original submittals stated above.

## **6.5 General Design Requirements**

The Contractor is required to independently prepare and submit for Government Acceptance a complete Design. The Contractor's Design Professionals shall independently confirm and be responsible for the technical accuracy and adequacy of all aspects of the project design. The Contractor shall provide key contract deliverables consisting of contract drawings, technical specifications, schedule, table of values tied to schedule, color boards, renderings, and design analysis. General and detail drawings shall have a well-defined and clear cut to/cut from convention for referencing all details.

- a. The level of detail shall clearly show sufficient adequacy of design and demonstrate conformance of the design with the intent of the project as set forth in the instructions. NOTE: While the government will entertain contractor requests for partial NTP, the contractor shall note that comprehensive data (100% documentation) carrying appropriate seals and signatures will be required for any aspect of work the contractor desires to pursue under a partial NTP umbrella. Contractor may pursue early NTP (prior to 65%) subject to Government acceptance of signed/sealed design package applicable to that portion of the project, e.g. site work, foundation work, etc.
- b. If design deficiencies exist, the Contractor as the Architect and Engineer of Record shall be responsible for correction of the design without consideration for time or cost against the project. Similarly, as the Constructor of Record, the Contractor is accountable for correction of conditions stemming from design deficiencies.
- c. Seal of the Contractor's Architect and Engineer of Record shall be affixed to all original drawings pertaining to application for a partial or full notice to proceed for

construction activity. The drawings shall be complete and sufficiently detailed for use in the contract for construction and government oversight of construction of the project.

Specifications: Provide project specifications in CSI format. The Contractor shall use Unified Facilities Guide Specifications (UFGS) located at the Whole Building Design Guide Construction Criteria Base website ([Unified Facilities Guide Specifications \(UFGS\)](#)). The guide specifications, Unified Facilities Criteria (UFC), Engineering Instructions, Technical Manuals, Architectural and Engineering Instructions, and Air Force Engineering Technical Letters represent current, maintained criteria in which all the mandatory and essential requirements for Federal facilities have been included.

Submittal Register: The contractor will be required to prepare a Submittal Register identifying all construction submittals. A completed Submittal Register, accepted by the Contracting Officer, will be required prior to commencement of construction.

Design Analysis shall briefly delineate the basic scope, character and design criteria of the project in support of the preliminary plans and specifications and in accordance with project objectives. Design Analysis shall be substantially complete and in as much narrative detail as possible for each phase. Included in abbreviated form shall be, if appropriate:

- i. Statement of purpose and function of the project;
- ii. Statement of factors (i.e. safety, environmental, operational) considered and provided for;
- iii. Design codes, criteria and calculations for the architectural, structural, mechanical, electrical features, site and roof drainage, anti-terrorism/force protection, life safety and any special features.
- iv. Variant Justification: An engineering - justification shall be developed in support of the various design/engineering concepts proposed as alternatives to established guidance, i.e., wall section alternatives, roof section alternatives, etc.; and
- v. Fire protection features, including:
- vi. Class of construction as defined in the applicable fire-rating criteria:
  1. Identification of occupancy of rooms or areas to be used for storage of combustible or non-combustible materials
  2. Type and scope of automatic sprinklers and fire-alarm or evaluation-alarm systems when required
  3. Schedule of fire-resistance ratings for fire walls and partitions and fire doors, indicating type of door operation
  4. An analysis of fire exit requirements

Furniture, Fixtures & Equipment (FF&E) Requirements: FF&E is the selection, layout, specification and documentation of furniture to include but not limited to workstations, seating, tables, storage and shelving, filing, and other items as identified in the RFP. The contractor is



required to develop a FF&E package based on the furniture footprint developed in the Comprehensive Interior Design (CID) / Structural Interior Design (SID) portion of the interior design. The government will use the FF&E package to determine if it is in the best interest of the government to acquire the FF&E as Contractor Furnished Contractor Installed (CFCI) or to acquire the FF&E through government sources of supply and install, Government Furnished Government Installed (GFGI).

The FF&E package shall describe how the proposed furniture systems and materials provide for the required support of the occupants in the new spaces and are suitable for the population and functionality of the facility. Discuss how these selections provide value to the Government. The proposed furniture components and systems will be evaluated for how well they meet the government's requirements and provide for basic functions necessary. Discuss any proposed extended warranties, longer life expectancies, sustainability, durability, maintenance requirements, and enhancements to the overall life cycle cost efficiency of the facility. Specific examples of desirable features include stain resistant materials, ergonomic applications, interchangeability of components, easy/local availability of replacement and repair parts.

FF&E requirements for the interim and final design submittals: During design, the FF&E package shall be developed concurrently with the building design to ensure that there is coordination between the furniture design, the electrical, IT and other building requirements. The Designer of Record (DOR) shall interview Government personnel to determine FF&E requirements, quantities by, but not limited to: (1) the number of personnel to occupy the building, (2) job functions, activities and related furniture/office equipment to support the job function or activity, (3) room functions, (4) rank and grade.

- a. Provide and submit for approval a comprehensive FF&E scheme for an interim design submittal. The DOR shall meet with and discuss the FF&E scheme with the appropriate Government officials prior to preparation of the scheme to be presented. Present original sets of the scheme to reviewers at an interim design conference. At the conclusion of the interim phase, after resolutions to the comments have been agreed upon between DOR and Government reviewers, the DB Contractor may proceed to final design with the FF&E scheme presented. Complete and approved FF&E package must be submitted to the Government no more than 6 months after NTP. The FF&E information is to be submitted in 8 1/2" x 11" formats using three ring binders with pockets inside of the cover. When there are numerous pages with thick samples, use more than one binder. Large D-ring binders are preferred to O-ring binders. Use page protectors that are strong enough to keep pages from tearing out. Anchor large or heavy samples with mechanical fasteners, Velcro, or double-faced foam tape rather than rubber cement or glue. Fold out items must have a maximum spread of 25 1/2". Provide cover and spine inserts sheets identifying the document as "Structural Interior Design" package and include the project title and location, project number, Contractor/A/E name and phone number(s), submittal stage, and date.
- b. The design submittal requirements will include, but not limited to:

- Narrative of Interior Design Objectives: Provide a narrative description of the furnishings design addressing the selection of furnishings, finishes and colors. The FF&E packages shall also include the market research conducted that resulted in the selection of a preferred vendor, including the sources that were considered and rejected, and why. Discuss if the products offered by other Federal Sources of Supply (e.g. UNICOR or GSA) were considered in the market research and whether or not the products offered by these sources are capable of meeting the quality and functionality required to support the population of the facility. The narrative shall also include salient features for each item to be procured in the FF&E package. Enumerate the design decisions made to fully coordinate the SID and the FF&E, including function, safety and ergonomic considerations, durability and aesthetics.
  - Points of Contact: Provide a comprehensive list of Points of Contact (POCs) needed to implement the FF&E project. This would include appropriate project team members, using activity contacts, interior design representatives, contractors and installers involved in the project. For each contact the name, company, job function, address, phone, fax, and email.
  - Manufacturers Source List: Provide the Contractor's address, the ordering address, and the payment address including contact names, phone numbers, fax, and email address. If a comparable Federal Source of Supply (e.g. UNICOR or GSA) was identified as a result of the market research (offering the same or similar item(s)) also provide the federal contract information including contract number, Federal Stock Class (FSC) group, part, section, expiration date, maximum order limit, pricing terms, shipping terms, etc.
  - Furniture Order Forms: One Furnishings Order Form will be prepared for each item specified in the design. The form identifies all information required to order each individual item. In addition to the project name and location, project number, and submittal phase, the order form must include sufficient detailed specifications. Open market justifications and/or any other critical procurement information must be indicated as well as special instruction for ordering and/or installation. The Furnishings Order Forms are to be organized by product category in the binder and keyed to the Item Code Legend.
  - Item Code Legend: Provide a consolidated list of all FF&E items in the design package with the item code and a short description of each item.
  - Item Installation List: The Item Code Legend may be expanded to be used as an Item installation List. Indicate quantity per room, model number, manufacturer and which vendor is responsible for installing each furnishings item.
  - Color Boards: Color boards shall be provided for all finishes and fabrics for all FF&E items. Finishes to be included but not limited to paint, laminate, wood finish, fabric, etc.
- c. The design submittal requirements will include, but not be limited to:
- Overall Furniture and Area Plans: Provide floor plans showing locations and

- quantities of all freestanding and workstation furniture proposed for each floor of the building. Key each room to a large scale Furniture Placement Plan showing the furniture configuration of all furniture. Provide enlarged area plans with a key plan identifying the area in which the building is located. All the items on the drawings should be keyed by furniture item code.
- **Workstation Plans:** Provide plans showing each typical workstation configuration in plain view, elevations or isometric view. Drawings shall illustrate panels and all major components for each typical workstation configuration. Workstations shall be identified using the same numbering system as shown on the project drawings. Components shall be keyed to a legend on each sheet which identifies and describes the components along with dimensions. To facilitate review the plan, elevations, and isometric of each typical workstation shall appear together on a drawing sheet.
  - **Panel Plans:** Provide plans showing panel locations and critical dimensions from finished face of walls, columns, panels including clearances, and aisle widths. Assemblies shall be keyed to a legend which shall include width, height, configuration, and composition of frames, covers, finishes, and fabrics (if different selections exist within a project), power or non-powered connectors and wall mount hardware.
  - **Electrical and Telecommunication Plan:** Provide plans showing power provisions including type and locations of feeder components, activated outlets and other electrical components. Include on the plans locations and quantities of outlets for workstations. Clearly identify different outlets, i.e. electrical, LAN and telecommunications receptacles indicating each type proposed. Show wiring configuration, (circuiting, switching, internal and external connections) and provide as applicable.
- d. Upon completion of the final submittal, provide electronic versions of all documents. All electronic drawings shall be fully compatible with AutoCAD format. Provide all files needed to view complete drawings. These drawings files shall not be bound. All text documents shall be submitted in Microsoft Word or Excel

**Presentation Color Boards:** Color boards shall be comprised of minimum 6" x 6" samples attached to standard size matte boards no smaller than 18" x 24" and no larger than 36" x 48", having the thickness necessary for structural stability of the board. Color boards shall have white backgrounds and shall include, in black lettering, labels, titles, material name and area in which each material will be used. The accompanying floor plan(s) shall be color coded and labeled to show location of each material proposed. One set of color boards fulfills this requirement. The contractor shall leave the color boards with the installation point of contact for this project.

## **6.6 Geotechnical Requirements and Responsibilities**

The Contractor's team shall include a licensed professional geotechnical engineer to interpret the subsurface conditions and develop earthwork and foundation requirements and design parameters. Subsequent to award, the Contractor is required to perform and provide a complete

geotechnical exploration of the proposed site to develop the final design.

The geotechnical exploration shall be performed under the direction of a licensed professional engineer with at least 10 years' experience specializing in geotechnical engineering. This exploration shall be the full responsibility of the Contractor. It is the responsibility of the Contractor to conduct a meeting with the COR subsequent to completion and evaluation of the site specific geotechnical exploration to enumerate any differences encountered that are not consistent with the information provided in the RFP and identify any required changes in the foundation type, structure, pavement and earthwork requirements from proposal. The Contractor is responsible for field verifying all information given. The Contractor is also responsible for obtaining all information necessary to properly design and install all work. Contractor is responsible for surveys/testing to verify existing features/accuracy of as-built drawings, to include the existence, location, size, depth, capacity, flow, inverts, and condition of existing utilities. Information gathering during design shall be coordinated through the Contracting Officer. Contractor is responsible for documenting due diligence during design development to ensure technical adequacy of design.

The contractor shall validate design compatibility with government furnished and government installed (GFGI). Contractor is responsible for documenting due diligence during design development to ensure technical adequacy of design.

**Hazardous Material Survey Report:** The Contractor shall complete a hazardous material survey (i.e. asbestos and lead based paint) in accordance with applicable federal, state, and local requirements. It is the responsibility of the Contractor to conduct a meeting with the COR subsequent to completion and evaluation of the site specific hazardous material conditions to enumerate any differences encountered that are not consistent with the information provided in the RFP and identify any required changes in the demolition, removal, abatement, disposal, and worker protection requirements from proposal.

## **6.7 Design Review**

The Government will review all intermediate and final design submittals for conformance with the technical requirements of the task order. Comment responses shall be provided before each review meeting, so the Project Team can discuss open issues and non-concur comments – not each individual comment. The Contractor will keep the minutes of the meetings and forward the minutes and annotated comments to all reviewers. The annotations will be detailed enough to indicate exactly what the Contractor will do to comply with the comments. The contractor shall assemble the comments received into a complete package. The complete package of comments and responses shall be transmitted to all offices that received the design submitted.

The Government's review is not to be considered a quality control review; the contractor shall provide his own internal quality control as required by contractor Design Quality Controls Plan before the design is submitted to the Government. It is very important the Contractor's entire team agrees with the design before it is submitted to the Government. The Government's review or acceptance does not relieve the contractor of his responsibility to provide a safe, functional project in accordance with the terms of the contract. All final drawings shall be signed and

sealed by the Design Professional. Quality control procedures shall consist of design and/or checking by registered professionals and a review completed by a separate professional. Complete names of designers, checkers, and reviewers shall appear in the drawing title block.

If in the Government's review a significant number of comments result. The Contractor shall respond to each comment with a response that clearly indicates what action will be taken. Comments that, in the Contractor's opinion, require effort outside the scope of the contract will be clearly indicated as such by the Contractor. The Contractor shall not proceed with work outside the contract until a modification to the contract is properly executed.

No construction will be allowed on work for which the design has not been reviewed and accepted.

Design Designer of Record approval and the Government's concurrence are required for any proposed deviation from the accepted design which still complies with the task order before the Contractor is authorized to proceed with deviations to the accepted design. The Government reserves the right to non-concur with any deviation from the design, which may impact furniture, furnishings, equipment selections or operations decisions that were made, based on the reviewed and concurred design.

Variations from contract requirements require both Designer of Record (DOR) and Government approval and will be considered where advantageous to Government. Failure to coordinate approval of variations and deviations may result in the Government requiring rejection and removal of such work at no additional cost to the Government. When proposing variation, deliver written request to the Contracting Officer, with documentation of the nature and features of the variation and why the variation is desirable and beneficial to Government, including the DOR's written analysis and approval. If lower cost is a benefit, also include an estimate of the cost savings. In addition to documentation required for variation, include the submittals required for the item. Clearly mark the proposed variation in all documentation.

No field work shall begin until all critical path submittals have been approved by the Government. Upon issuance of the construction Notice to Proceed (NTP) by the CO, the Contractor may commence on-site construction activities.

## **6.8 Design-Bid-Build (D-B-B)**

The WE&C contractor shall manage and perform D-B-B construction work as defined in the TO. Under this type of effort, a complete design and set of specifications shall be provided to the contractor for construction.

## **7.0 ADDITIONAL REQUIREMENTS**

### **7.1 Other Construction**

#### **7.1.1 Military Family Housing**

The contractor shall perform construction services related to Military Family Housing such as repair, renovation and demolition of existing military family housing facilities.

#### **7.1.2 Fueling System Projects**

The contractor shall provide for the development and execution of work features related to receipt, storage, transfer, and delivery of fuel and fueling systems to meet fueling mission requirements. Effort may include performing engineering efforts specific to Section 7.0 of this SOW for construction, repair, maintenance, and emergency response for fueling systems. The contractor shall also be responsible for ancillary environmental assessment, remediation, and restoration of the environmental impacts due to impact of releases or spills.

#### **7.1.3 Range Construction**

While Range operations support services are not included in the scope of this contract, the contractor shall perform services related to Military Ranges such as construction, repair, renovation and demolition of targets and range facilities. Also included are building, reconfiguration, and/or repair of Joint Modular Ground Targets, urban targets, and Military Operations in Urban Terrain (MOUT) training facilities

#### **7.2 As-Built Documentation**

As-built drawing documentation shall include a record of “signed and sealed” as-built drawings and specifications verifying that all development standards have been met. Delivery of as-built documentation shall occur prior to final payment. At a minimum all drawings will be delivered as AutoCAD version 2011 or newer files.

#### **8.0 POINTS OF CONTACT (POCs)**

POCs will be specified under each TO.

#### **9.0 ABBREVIATIONS, ACRONYMS and TERMS**

Refer to the Acronym List posted on the AFCEC website for the abbreviations, acronyms, and terms commonly used.